

MICHIGAN DEPARTMENT OF EDUCATION

Office of Education Options, Charters & Choices

TAXPAYER IDENTIFICATION NUMBER GRANTS CASH MANAGEMENT AND REPORTING SYSTEM

There are several steps that must be completed BEFORE you can draw down any grant funds. You need to be in the Department of Management and Budget's MAIN system and the Michigan Education Information System (MEIS) in order to draw down any funds from the Michigan Department of Education for any grant.

Step 1—W-9 Request for Taxpayer Identification and Certification

- Complete a W-9 form, (needed to be entered into MAIN) which is available through the Department of Management and Budget by following the instructions at <http://www.cpexpress.state.mi.us> and submitting your information online. If you chose to print your form and fill it out, you may fax it to 517/373-6458. Please make a copy of the W-9 for your records. Note that even if you have filed for a SS-4 Application for Employer Identification Number, you **still** need to complete a W-9. We strongly encourage you to register for Electronic Funds Transfer (EFT). All funds distributed via the Grants Cash Management and Reporting System will automatically be electronically transferred into the financial institution account designated on the state accounting system (MAIN) vendor file. Any recipient not registered on MAIN will not be able to receive payments.
- It may take 5 – 7 business days for the information to be entered into the state's MAIN accounting system.

Step 2—MEIS (Michigan Education Information System) Account

Before you can access any funding, you must be authorized and a budget must be approved and programmed in the grants system. The authorization documents need to be reviewed by the Public School Academy Program. In your grant application, a budget and budget detail were included. These need to be approved by the Public School Academy Program before you are able to access funds.

Obtaining a (MEIS) Account:

- Obtain a MEIS account at <http://www.meis.mde.state.mi.us>. Instructions on obtaining a MEIS account are found by clicking on the gold key (MEIS User Management). You will obtain a MEIS account, user identification and password. Make a copy of the screen, which assigns this information for your records. You will need this to access MEIS when requesting grant cash and completing the final expenditure report.
- Once you have obtained your MEIS account, continue at <http://www.meis.mde.state.mi.us> and scroll down the page and click on Grants Cash Management and Reporting System, Security Agreement. This agreement is to secure access to the grants system so that you may request grant cash and report on final expenditures.

Print the agreement and complete. Mail or fax the agreement to the address on the form. It will take approximately 2 – 3 business days to assign security.

- After security is assigned, you will be able to access the grants cash management and reporting system using your MEIS login ID and password. If you have difficulty entering the MEIS system, you will need to contact the MDE Help-Desk at (517) 335-0505.

After completing steps 1 and 2, you are now able to request grant cash and subsequently The Final Expenditure Report (DS 4044) to report final expenditures.

Step 3—Accessing the Grants Cash Management and Reporting System

- Proceed to <http://www.meis.mde.state.mi.us>. Scroll and click on *Cash Management and Reporting System, Grant Project Expenditure Report & Final Expenditure Report (DS-4492 & DS-4044)*. Here you will be able to request grant cash and report on final expenditure reports.

Instructions for these processes can be found at: <http://www.michigan.gov/mde>. Once there, click on “Grants,” which is found on the left sidebar. The Grants Cash Management and Reporting System portion contains all instructions for the grants process.

Step 4—Performance Report Narrative

- A performance report narrative of the effectiveness of grant activities is required within thirty (30) days of the ending date of the grant/project. This is noted as an attachment to your grant award letter.
- The performance report is **not** part of the MEIS system, but is a report that is sent **directly to the Public School Academy Program**. It should be double-spaced, one-two pages with the following information in the heading:
 - ✓ Name of the Academy
 - ✓ District Code
 - ✓ Source Number (ex. 020610)
 - ✓ Project Number (ex. 8C)
 - ✓ Beginning and ending dates of the grant listed as the title of the performance report.

Questions regarding this grant award may be directed to the Public School Academy Program at 517/373-3345.